

PERSONNEL BOARD MEETING MINUTES

Monday, May 3, 2021 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **John Ulloa**, Vice-chairperson; **Christiane Diaz**, Member; **Clayton Warren Angus Jr.**, Member; **Enrique Vargas**, Member.

PRESENT Stephen Dielmann, Chairperson; John Ulloa, Vice-chairperson; Clayton Warren Angus Jr., Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT Christiane Diaz, Member; Enrique Vargas, Member.

Quorum is present.

MEETING MINUTES

1. Request to approve the minutes of the April 2021 Personnel Board meeting.

APPROVED 3-0. Motion by Ulloa. Second by Mr. Angus. Motion carried unanimously.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received April 2021.

- | | |
|-------------------|-----------------------------------|
| 1. Ivan J. Fiallo | Fire Department |
| 2. Heiber Pineiro | Information Technology Department |
| 3. Latrice James | Police Department |
| 4. Waking D. Obas | Police Department |

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

3. Report of Leave without Pay for April 2021.

SO NOTED.

4. Report of Civil Service Appointments for April 2021.

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|--|--------------------------------|
| 1. Sandra Palacios (<i>Records Clerk – 04/06/2021</i>) | Office of the City Clerk Dept. |
| 2. Emmanuel Louis (<i>District Fire Chief – 04/18/2021</i>) | Fire Department |
| 3. Guillermo M. Barnet (<i>District Fire Chief – 04/19/2021</i>) | Fire Department |
| 4. Justo J. Diaz De Arce (<i>District Fire Chief – 04/20/2021</i>) | Fire Department |
| 5. Stephon C. Lyon (<i>District Fire Chief – 04/21/2021</i>) | Fire Department |
| 6. Alejandro R. Conesa (<i>Fire Captain – 04/18/2021</i>) | Fire Department |
| 7. Iris Crusoe (<i>Police Lieutenant – 04/04/2021</i>) | Police Department |
| 8. Nelson Enriquez (<i>Police Lieutenant – 04/04/2021</i>) | Police Department |
| 9. Andrew W. Lopez (<i>Police Lieutenant – 04/04/2021</i>) | Police Department |
| 10. Juan Quintana (<i>Sup. of Water and Sewers – 06/03/2019</i>) | Public Works Department |

SO NOTED.

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5. Report of **Resignations** for April 2021.

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|----------------------------|--|
| 1. Alexander Posada | Building Division |
| 2. Diana V. Salas | Communications and Special Events Department |
| 3. Javier Corredera-Perez | Construction and Maintenance Department |
| 4. Henry G. Avila | Fire Department |
| 5. Leslie Anne Hevia | Office of Management and Budget Department |
| 6. Roger A. Dominguez | Police Department |
| 7. James A. Gutierrez | Police Department |
| 8. Jesus Padron | Police Department |
| 9. Nelson Cervantes | Public Works Department |
| 10. Arian Estrada Martinez | Streets Department |

SO NOTED.

6. Report of **Maternal/Paternal Leave** for April 2021.

- | | |
|-------------------------|-------------------|
| 1. Katherin V. Granados | Building Division |
|-------------------------|-------------------|

SO NOTED.

7. Request to approve the eligibility list for **Fire Lieutenant**.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

8. Request to approve the eligibility list for **Occupational License Official**.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

9. Request to approve the eligibility list for **Director of Emergency Management**.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

10. Request to approve the eligibility list for **Executive Assistant to the Director of Construction and Maintenance**.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

11. Request to approve the eligibility list for **Property Maintenance and Operations Superintendent**.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

12. Request to abolish the eligibility list for **Fire Captain**.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

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13. Request to approve the NEW job description for **Digital Records Technician**.

Copy of the proposed job description is attached.
Range 53: \$1,582 - \$3,276 Bi-weekly.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

14. Request to approve the changes to the job description for **Office Coordinator (Office of the City Clerk)**.

Copy of the revised job description is attached.
Range 30: \$1,369 - \$2,664 Bi-weekly.

APPROVED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

15. Request to approve the change in range to the job description for **Plumbing Foreman**.

Copy of the revised job description is attached.
Current Range 49: \$1,196 - \$2,524 Bi-weekly.
Desired Range 53: \$1,582 - \$3,276 Bi-weekly.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

16. Request to conduct an in-house, non-competitive civil service examination for **Office Coordinator – Office of the City Clerk (Brigette Leal)**.

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.
Range 30: \$1,369 - \$2,664 Bi-weekly.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Ulloa. Motion carried unanimously.

17. Request to hear **Unfinished Business**.

18. Request to hear **New Business**.

18-A. Request to elect new Chairperson and Vice-chairperson for the Personnel Board.

TABLED 3-0. Motion by Mr. Ulloa. Second by Mr. Angus. Motion carried unanimously.

19. Request to hear **Comments and Questions**.

Meeting Adjourned – 6:15 p.m.

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NEXT PERSONNEL BOARD MEETING: MONDAY, JUNE 7, 2021 – 6:00 PM

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.